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9 February 1950

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL

1. The special wire service to Ambassador Johnson in Geneva continued throughout January at an average of about 2,000 words per day. Some improvement in speed of processing the Peking Press Review was achieved by placing the responsibility on the London Bureau for filing this program from the NCNA English Morse-cast which is received by the BBC. [redacted]

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2. With the transfer of responsibility for production of the "Targets" from the Liaison Office to the Editorial Branch, certain changes in procedure were instituted. Spot targets are issued by wire as required; weekly target lists are transmitted to the field each Friday by wire; classified target material, amplifying the weekly wire message, is prepared for the Field Bureaus and sent out each Friday in a classified memorandum; the regular periodic target lists, reformed somewhat, are mimeographed and issued at the same intervals. This system is an attempt to improve guidance to the field. Chiefs of Field Bureaus have been asked to comment on the new system and suggest improvements. [redacted]

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3. A staff study, showing that the mission of the Hokkaido Bureau could not be fulfilled to any appreciable degree by Tokyo and Okinawa Bureaus, was furnished for Office of Operations transmittal in reply to the DD(I)'s question on this point. [redacted]

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4. A major reorganization of the English Morse service from NCNA Peking took place in mid-January which resulted in some net disadvantage to FBIS, principally in respect to capability for speedy service. Although a coverage plan has been arranged which insures complete intercept, the responsibility for prompt service on flash material is now shared with BBC; the attendant transatlantic communication lag will at certain hours reduce FBIS flash capabilities by one to two hours over that formerly held at Santa Rosa at all hours. [redacted]

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5. Good progress is indicated in the standardization of BBC/FBIS monitorial procedures by a recent issuance of instructions to BEC monitors requiring of them designation of the various kinds of processing in conformance with long-established FBIS procedures. This is a reflection of the diligence of Messrs. Weiss and Weir of the London Bureau who have for the past eighteen months concentrated on having the BBC accept FBIS terminology and practices. [redacted] 50X1

6. The completion of the review of the German Bureau workload awaits one final determination, i.e., the usefulness of the press clipping service performed primarily for the Strategic Group in Frankfurt. [redacted] 50X1

7. The Chief, Austrian Bureau, was asked to conduct a survey on the feasibility and possible benefits to be derived from combining the Austrian and German Bureaus at a location such as Munich; or the simple relocation of the Austrian Bureau to Munich. In this connection he has visited both Frankfurt and Munich and at the latter location has discussed the suggestion with the Director, Munich Radio Center, [redacted] A full report is expected momentarily. [redacted] 50X1 50X1

8. Army Signal communications between Hokkaido Bureau and Tokyo were improved effective 1 January by direct connection through a full duplex circuit with the Tokyo primary Signals relay. Previously communication had been through a secondary relay at Sendai which was a source of chronic difficulty. Arrangements for necessary additional equipment were handled by the Engineering Staff. [redacted] 50X1

9. In replying to messages from headquarters, bureaus should respond to messages written under administrative heading with a reply under a similar heading, unless otherwise specified or unless the administrative message sets forth requirements for copy to be included in the bureau's regular file. [redacted] 50X1

10. Work on new equipment included operational testing of the magnetic belt recorder and transcriber developed by Dictaphone Corporation (test completed and equipment returned for replacement of defective parts), and consultation with the Engineers of CGS Laboratories who are attempting to improve the performance of some components of the code converter. [redacted] 50X1

11. Construction of six 2-family duplex, two BOQ units and associated utility work authorized under Project DD/I-172-55 is approximately 82 per cent complete. Three duplex and one BOQ

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units are scheduled for final inspection on 4 February. [REDACTED]

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12. A project outline for construction of seven 3-bedroom single family houses with FY 56 budgeted funds has been submitted to appropriate offices for concurrence prior to submission to the Project Review Committee for approval. This is the final phase of the Okinawa Housing Construction Program. Housing now under construction must be completed before the final phase of housing construction can begin. [REDACTED]

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13. Construction of eight 2-family duplex units on Chitose Air Force Base is planned. An agreement has been reached between FBIS and the Air Force permitting Hokkaido staff to retain its present housing in [REDACTED] for the duration of the Air Force tenure of this post. Under this agreement, which is subject to Construction Project approval, FBIS is required to construct and make available to the Air Force equal housing on Chitose Air Force Base. The construction project outline is nearing completion. [REDACTED]

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14. Headquarters move to the Matomic Building at 1717 H Street, N.W., is scheduled for the weekend of 18-19 February. Telephone, wire and mail facilities will remain the same and no new address or routing is anticipated. Every effort will be made to eliminate interruptions or breaks in our wire services. [REDACTED]

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EDITORIAL COMMENT [REDACTED]

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1. All Bureaus

a. Mediterranean Bureau coverage of USSR Republican Party Congresses and Supreme Soviet meetings and West Coast and Okinawa coverage of CPPCC meetings and other lengthy statements from Peking were handled splendidly. This additional volume of copy was received at a time when the headquarters typing staff is above strength, and we were able to handle the copy fairly expeditiously. The Daily Report averaged 355 pages for the week of 23 January.

b. Upon several occasions lately lengthy "FOR YOUR INFORMATIONS" have contained hidden within their verbiage specific and critical corrections. It is requested that the long-standing custom of FBIS in this regard be followed in all cases. Every correction should be set up as a correction, not as a part of some other editorial message, and should be

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flagged "CORRECTION." The "FOR YOUR INFORMATION" should be composed and forwarded as a separate message properly flagged. Several corrections to one item may be grouped, of course, but that group should surely be flagged.

As to interior form for corrections, see Letters of Instruction dated 15 July and 17 October 1955. In addition to what is said therein, flag the correction with date-time group of the correction and the word "CORRECTION" on the first line, these two only. The body of the correction should begin on the following line.

2. German Bureau

The practice of filing priority material as "Summary" even though it is almost a complete text continues to expose FBIS to embarrassment. A case in point: The Bureau's G301615, Hamburg, DPA, in German Blattsschreiber to West Germany (Bonn Foreign Office Statement on President Eisenhower's reply to Bulganin's peace-pact offer) was first filed as a "Summary with Quotations." In view of the fact that the Bulganin-Eisenhower exchange of letters and world reaction thereto were the top developments on the international political scene that day, the Bureau was asked to furnish full text. It then was seen that the "Text" contained only one brief sentence more than the previously filed "Summary with Quotations." In such cases the full text should be filed in the first place.

PROPAGANDA ANALYSIS COMMENT

1. Reaction Reports which assess world opinion on various events have consistently suffered from the lack of adequate monitored reaction from precisely those areas which are now the main arena of international conflict--the underdeveloped countries of Asia and Africa. For example, almost no comment on the Soviet leaders' Asian tour was monitored from Southeast Asia and the Middle East, and even from the main target countries of India and Burma the monitored sample was too scant for safe generalization. At the same time other government agencies are now adequately covering opinion from these areas in reports based on cables from diplomatic posts. For these reasons it is planned to limit future reports on Western reaction to such particularized rundowns of immediate monitoring results as may be required. The Bureau's many skillfully prepared past rundowns of Western reaction have been appreciated.

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2. Okinawa and West Coast Bureau are congratulated on the thoughtful processing of Peking's doctrinal and ideological materials, in particular Okinawa's succinct but comprehensive summaries of the Peking political economy lectures, which considerably facilitate analysis. [REDACTED]

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3. In response to "crash" requirements three papers on earth satellites, a long-range missiles and LIFE's article on Dulles were prepared over a single weekend this month. Radio Propaganda Reports reviewed Communist reaction to Eisenhower's State-of-the-Union message, outlined Soviet and East German propaganda on the status of Berlin and noted Hungarian recognition of border revisionism as a domestic problem. A paper for the DD/P examined Communist propaganda on Laos, and a contribution to a forthcoming National Intelligence Estimate discussed Sino-Soviet propaganda on Burma. [REDACTED]

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ADMINISTRATION

[REDACTED]

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2. Those Bureaus affiliated with the Department of State and assessed Shared Administrative Costs will henceforth show this obligation on the Financial Status Report as one figure under Object Class 07. The full obligation should be made as soon as the Bureau Chief and the Embassy/Consulate have completed negotiations and the charges are fixed. Two copies of State's schedule of charges should be submitted to the Administrative Office Headquarters, Washington. [REDACTED]

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3. It is required that Fitness Reports be received in Headquarters on the dates due. Delinquency in submission subjects the Division to severe criticism. [REDACTED]

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4. The Administrative Office must be notified of shipment of household effects destined for the West Coast Bureau in the same manner as those destined for Headquarters. This is required because the organization's Transportation Division must give New York Despatch Agent authority to release the shipment. Any deviation in this procedure will result in inconvenience or hardship for the employee. [REDACTED]

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5. Reference: Memorandum to all Bureau Chiefs dated
7 April 1955 - Subject: Obligation Reports,
Paragraph c

Where it is impossible to review obligations for the
last month of the preceding quarter, the review should be made
in the next report. [redacted]

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6. [redacted] from the West Coast Bureau, entered on
TDY at headquarters in preparation for his experimental TDY
assignment at Sebaná Seca, Puerto Rico. [redacted]

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7. [redacted] Chief Monitor, Hokkaido Bureau,
suffered a minor heart attack from which he has recovered
sufficiently to resume his duties. The attack, diagnosis, and
final outcome were reported to the Office of Personnel and to the
Medical Staff. [redacted]

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8. During the past three months forty-five FBID personnel
were accepted into the Career Service. [redacted]

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Personnel Changes (Unclassified)

1. New Employees

Assignment

[redacted]

Editorial Branch
(Info Sp(For Bdcst))

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Editorial Branch
(Info Sp(For Bdcst))

East Coast Bureau
Teleg Typwr Opr.

2. Transfers Within FBIS

From:

To:

[redacted]

Info Sp(For Bdcst) Info Sp(For Bdcst) 50X1
West Coast Bureau Med. Bureau

Info Sp(For Bdcst) Info Sp(For Bdcst)
Editorial Branch Saigon Bureau

Prop. Anal. Prop. Anal.
German Bureau Radio Prop. Branch

Info Sp(For Bdcst) Info Sp(For Bdcst)
Med. Bureau Editorial Branch

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3. Transfers From FBIS

From

Erdest Men (Multi)
West Coast Bureau

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4. Separations

From

Clerk Typist,
West Coast Bureau

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Cruising Monitor
East Coast Bureau

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